

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **February 22, 2005 Work Session**

AGENDA ITEM NO.:

CONSENT:

REGULAR: **X**

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Lynchburg School Board Candidates Interview Process**

RECOMMENDATION: Approve a procedure establishing an interview process for candidates seeking to serve on the Lynchburg School Board.

SUMMARY: Each year in June, City Council considers School Board appointments. The State Code requires that a public hearing be held, which is normally in May, and that only those nominees or applicants whose names have been considered at a public hearing can be chosen to serve on the School Board. Following the public hearing, appointments are made during the month of June. Although there is no formal interview process, some Council Members do conduct interviews with the candidates.

At the October 26 meeting, City Council expressed an interest in establishing a formal interview process for candidates seeking to serve on the Lynchburg School Board and asked that a written procedure be drafted for its review. First Virginia Cities were contacted, and attached is a chart which indicates that, of those localities whose School Board members are appointed, Charlottesville, Hopewell, Martinsville and Winchester conduct formal interviews; Lynchburg, Norfolk and Roanoke do not conduct formal interviews. Prior to January 2005, Roanoke did conduct public interviews with candidates seeking to serve on the School Board.

PRIOR ACTION(S):

October 26, 2004 – Work Session

FISCAL IMPACT:

NA

CONTACT(S):

Kimball Payne 455-3990

Pat Kost 455-3990

ATTACHMENT(S):

Written Procedure  
Virginia First Cities Survey Results

REVIEWED BY: lkp

SCHOOL BOARD APPOINTMENTS  
INTERVIEW PROCEDURE FOR CANDIDATES

- On or before March 15 of each year, the Clerk of Council is directed to include information on the City's web page regarding City Council's intention to appoint School Board members, for terms commencing July 1.
- Each candidate shall file an application with the Clerk of Council on a form prescribed by the Council and supplied by the Clerk.
- Following the State-prescribed public hearing(s) in May, Council will conduct a closed meeting to consider all candidates and review all applications filed and determine those individuals to interview. City Council shall also select a date/time to conduct interviews in a closed meeting with those individuals selected. Anticipated length of each Interview will be approximately one hour.
- Council will use a set of prepared questions for the interview, however, there will be an opportunity to ask other questions that may arise.
- Appointments to the School Board shall be made during the month of June.

LOCALITY	ELECTED	APPOINTED	
<b>Charlottesville</b>		<b>X</b>	<b>Conducts interviews in closed meeting, including current SB members</b>
			<b>Each year questions are selected by Council</b>
Danville		X	Will change to elected School Board in May 2006
Fredericksburg	X		
Hampton	X		
<b>Hopewell</b>		<b>X</b>	<b>Conducts interviews in closed meeting</b>
			<b>Interviews conducted after public hearing; no prepared questions</b>
<b>Lynchburg</b>		<b>X</b>	<b>Some Council Members conducts interviews</b>
<b>Martinsville</b>		<b>X</b>	<b>Conducts interviews in closed meeting, including current SB members</b>
			<b>Prior to interviews, they meet and agree on some starting questions</b>
Newport News	X		
<b>Norfolk</b>		<b>X</b>	<b>No formal interview process</b>
Petersburg	X		
Richmond	X		
<b>Roanoke City</b>		<b>X</b>	<b>No formal interview process as of January 2005</b>
Staunton	X		
<b>Winchester</b>		<b>X</b>	<b>The Health Education &amp; Welfare Committee conducts the interviews in</b>
			<b>closed meeting; makes recommendation to Council</b>
			<b>Committee has philosophical discussion with candidates; have discussed having</b>
			<b>pre-meeting of Committee to develop questions</b>